

Kelsale-cum-Carlton Parish Council
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**MINUTES OF THE VIRTUAL COUNCIL MEETING HELD ON
WEDNESDAY 28th APRIL 2021
AT 7:00PM VIA ZOOM**

Present at the meeting:

Cllr Alan Revell (Chair)	Cllr Edwina Galloway (Vice-Chair)
Cllr Keith Dickerson	Cllr Chris Burslem
Cllr Claire Buttle	Cllr Rob Holden
Cllr Mark Stewart	Cllr Simon Ransome
Cllr Caroline Harker	

In attendance: 1 member of the public.

Welcome by the Chairman.

11376 Public Forum

Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.

The member of the public wished to talk on the planning application for Quebec Cottage. It was explained that this was a re-submission of the planning application previously withdrawn. The purpose of the application was to replace a temporary aerial with a more substantial mast, which will give better coverage. The maximum height of the mast is 12m, when retracted it is 7m. In the first application the mast was 18m, and the location has moved slightly. Having consulted with the neighbours this seems a good compromise.

Cllr Revell commented that should the neighbours wish to comment on the application they should contact ESC.

11377 Reports

Report by County Councillor Richard Smith

Richard Smith gave his apologies.

Report by District Councillor Burroughes

No report received from Stephen Burroughes.

The Chair formally opened the meeting at 7.19pm.

11378 To receive apologies for absence – None.

11379 To accept apologies for absence – None.

11380 To record absence without apologies – Cllr Ellis

11381 Declarations of Interest – None.

11382 To consider any dispensations – None.

11383 To consider the Approval of the draft minutes of the Parish Council meeting held on 31st March 2021.

The draft minutes had been circulated and the version now on the website were approved with abstentions from those that did not attend. Proposer: Cllr Dickerson, Seconder Cllr Buttle and agreed by all. One abstention from Cllr Harker.

11384 Parish Clerk's Report

Policies – there is one policy to re-adopt, this is the risk assessment, there has been no changes to this policy. SID – an update has been received, as yet, the new post is not in position, a Bluetooth connection for the SID is being investigated, more information will follow in this regarding cost and efficiency. Webinar – this was in relation to 'Breakthrough Communication', it was in relation to providing the wider public an insight into council meetings, sharing them on You Tube, etc. It was designed for larger Councils. APM – the invitation has been sent out and responses have started to be received. Unfortunately, some groups will not be attending. A written risk assessment has been completed; this explains why it is not feasible to hold it face-to-face. VAT Claim – a VAT claim has been submitted for a refund of £729.57. Phone call – a call was received from a family wishing to replace a cross on their grandparent's grave, I asked that this request be put in an email and I have passed it to the Church warden. End of year accounts – after the approval of some paperwork this evening, I will be submitting the internal audit paperwork to SALC at the end of the week.

11385 Clerk's Report on urgent decisions

None

11386 Matters arising from the Clerk's report.

Cllr Revell said that last meeting the additional signs for Low Road were discussed and a response from the Highways department stated, 'Unfortunately due to the lay out of the road, as it's named Low Road we won't be able to put a new sign 'East View' on the original signs.' Having looked at the existing road signs and fixings, there is space for an additional sign to be placed on each stating 'East View'. A quote from Leiston Press has been sought and this is £91 for three signs. Cllr Revell and Cllr Holden agreed to fix the signs to the existing posts. This would also assist the emergency services when locating the houses.

Cllr Holden proposed that the PC purchases the three signs at a cost of £91, this was seconded by Cllr Buttle and agreed by all.

ACTION: Clerk to email the resident regarding the signs.

The Risk Assessment is straight forward re-adoption.

SID we will await an update from our representative.

11387 Matters arising from the Parish Council meeting held on Wednesday 31 March 2021.

10.1 Sizewell– Cllr Galloway reported that two documents had been received from ESC regarding Sizewell C, these required input from the PC, comments have been added and re-submitted.

Cllr Dickerson thanked Cllr Galloway for all her work on this.

10.2 Recreation Ground Fence – Cllr Revell circulated an email to all the Councillors; it is the decision of the PC if they choose to replace the fence and what materials are used. Ownership of the fence is hard to establish.

ACTION: Cllr Stewart to complete some research into the fence ahead of the next meeting.

10.3 Community News – The Clerk confirmed that an email of thanks had been sent to the Editor.

10.4 Recreation Ground – Cllr Galloway asked if the amount of dog's mess on the recreation ground had decreased.

Cllr Buttle said that there seems to be less.

Cllr Galloway suggested that a reminder be placed on the social media.

Cllr Revell said that a note could also be placed in the Community News to remind people to clear up after their dogs. Alcohol on the recreation ground has been a problem in the past, but not drugs, this is a new concern.

Cllr Harker reported that the drugs equipment was very well hidden on the recreation ground.

ACTION: Monitor the recreation ground for any issues.

10.5 KcC Emergency Plan – Mr Burslem had emailed a report to the Clerk who had circulated to all Councillors.

Cllr Dickerson reported that the Post Office are sympathetic to the need to move the wall to allow for a disabled toilet, and a quote is required for the work.

Cllr Galloway wondered if the Community partnership would be able to fund part of the work.

Cllr Revell said that the need to recruit more Cllrs is needed to assist with the portfolio work. It is good that the PO are willing to support this proposal.

10.6 Internal Control Statement – The Clerk reported that the Internal Control Statement had been completed by Cllr Revell and placed on the website.

10.7 One Good Job Deserves Another – The Clerk reported that a letter of thanks had been sent to the Surgery.

Cllr Revell said that the campaign appears to be doing well.

Cllr Stewart said that the campaign is raising a lot of money.

10.8 Footpath – Cllr Galloway reported that the Clerk received a response from the Ramblers Association, and this was passed to the concerned resident. Cllr Dickerson has agreed to work with this.

10.9 Carlton Meres Signage – The Clerk reported that no response had been received from Carlton Meres, although two emails had been sent.

ACTION: The Clerk to liaise with Mr Hannah regarding the next step, should the PC put up some signage.

11388 Parish Council Matters

11.1 Kelsale Village Hall: The Clerk reported that there was no report from the Village Hall this month but there would be a report for the APM. If there were any questions the Chair of the Village Hall would be happy to answer them.

11.2 Quiet Lanes: Quiet Lanes: Cllr Galloway said that despite lots of support one objection had been received to the Quiet Lanes Consultation by Suffolk County Council. The residents main concern was that the signs would increase the risk to pedestrians as it would encourage more use, the resident was also unsure if the traffic surveys had been completed by professionals. Highways requested some feedback as to whether the PC wish to proceed with all the areas being put forward for approval or to remove this one and proceed with the rest. This scheme has been extremely popular, so there is currently no funding left. As a consequence, we have been asked to help spread the Quiet Lanes initiative as far as possible by making a voluntary contribution of £450. We had already agreed at a previous meeting that we would allow up to £600 towards the project so this was in 'budget'. Cllr Galloway proposed that the PC pay the voluntary contribution of £450, this was seconded by Cllr Dickerson and agreed by all.

Cllrs discussed if it could be riskier to have a Quiet Lanes Sign on the lane, the basis of the scheme is 'expect and respect', this gives drivers the heads up that someone may be walking, cycling, riding etc. It is intended for residents, not lots of tourists. An email with comments from Highways on points of interest raised by the Parish Council on Quiet lanes has been circulated.

Cllr Dickerson commented that the area objected to is a windy piece of the road, you are not able to speed on that section.

Cllr Revell said that all the signs and speed signs are deemed necessary.

After discussion, Cllr Galloway proposed that all the lanes are submitted to SCC, this will mean if the person who objected does not withdraw their objection a report will be made to Cabinet for them to decide. If that occurred the Parish Council would wish all the rest of the Quiet Lanes to proceed without delay.

The Cllrs unanimously agreed that the full list of Quiet Lanes should be submitted. Should cabinet decide not to proceed with this one area the Parish Council would not wish to delay the rest and would then reconsider how best to deal with this area..

Cllr Revell thanks Cllr Galloway.

- 11.3 Power projects/Sizewell C:** Cllr Galloway reported a draft document has been circulated to the Parish Council. Over the next six months there are various short timescales and deadlines for documents to be submitted. Could Cllrs please comment on the draft Written Representation circulated as soon as possible, as although the deadline for this is the 2nd June, it would be an advantage to have time to show it to residents who have contributed. An issue was raised in respect of Middleton-cum-Fordley PC (McF PC) regarding Fordley Road and the proposed Sizewell link Road (SLR). It would appear McF PC wish for Fordley Road to remain open which would enable volumes of traffic to come through our Parish. McF PC have a meeting with EDF tomorrow. Cllr Revell has written a draft response to this which was circulated. Cllr Dickerson asked if KcC require the road to remain open. Cllr Galloway commented that this could mean substantial traffic coming through the village. It was agreed for the Chair to send a letter to McFPC expressing concern. All the Cllrs agreed to sign the letter to send to McF PC.
- Cllr Galloway commented that the Planning Inspectorate (PI) may visit KcC so they can get a sense of the area affected. There may be some questions from the PI regarding the Parish. Cllr Revell thanked Cllr Galloway and her husband for all their work on this subject, could all the Cllrs ensure that any email received from Cllr Galloway requesting a response is answered quickly. Cllr Galloway commented that the key thing is to all work together. Cllr Revell said that the neighbouring PC's should stick together with their responses to the project.
- 11.4 Recreation Ground:** Cllr Buttle reported that the funding for Carlton Green play area has been accepted.
- Cllr Revell thanked Cllr Buttle and Cllr Holden for their work on this.
- 11.5 Community Newsletter:** Cllr Revell commented that an email from the Editor had been circulated to all. This proposes the change of the newsletter into a A4 size booklet. This would enable the magazine to have space for advertising, which would make the newsletter self-funding. This change would happen on the Autumn edition.
- Cllr Ransome asked when changing the size of the newsletter, what is the advantage. Cllr Revell said that he had thought that, could additional pages be added to the smaller sized newsletter.
- Cllr Buttle suggested that a trial of the newsletter takes place, starting in the Autumn for one year. This was agreed by all the Councillors.
- ACTION: Clerk to notify the Editor of the Councillors decision.
- 11.6 Re-adoption of the Risk Assessment:** It was agreed by all the Councillors to re-adopt the Risk Assessment.

11389 Planning Matter

12.1 Planning Report - The Planning Report had been circulated in advance and there was no change since the circulation.

12.2 New planning applications since the last meeting:

DC/21/1678/FUL – Disused Barn North of Brabbins Farm, Kelsale-cum-Carlton

Conversion of barn to dwelling.

The Clerk reported that this application had been circulated to all Councillors.

Cllr Holden reported that the Planning Group had tried to look at the application, but it had disappeared from the planning portal. The barn would need rebuilding not converting.

Cllr Revell suggested that the PC respond as before, with an objection. This was agreed by all the Councillors.

ACTION: Clerk to advise ESC accordingly of the decision of the Councillors.

DC/21/1770/FUL – Quebec Cottage, Curlew Green, Kelsale-cum-Carlton, IP17 2RA

Installation of a retractable lattice mast in rear garden to support amateur radio antennas.

Maximum height of 12m.

The Clerk reported that this application had been circulated to all Councillors.

Cllr Holden commented that members of the Planning Group had been on site, the proposal is improved with the height of the mast being reduced from 18m to 12m. There are high hedges around the property and when retracted this will go down to 7m.

Cllr Revell commented that it is important to respond on planning grounds only. Neighbours should contact ESC planning department should they wish to make a comment.

A vote was taken 3 objections, 4 support.

Cllr Buttle is to notify the neighbours of the Cllrs decision.

ACTION: Clerk to advise ESC accordingly of the decision of the Councillors.

11390 Financial Matters

13.1 Financial Statement since the March meeting. See Updated Finance Report of 21st April 2021.

Cllr Buttle proposed the payments, this was seconded by Cllr Dickerson and agreed by all.

13.2 To approve and sign the bank statements: The Bank Statement to 31st March 2021 and a financial reconciliation were brought to the meeting and would be signed by the Chairman when a meeting with the Clerk takes place. All Councillors agreed the reconciliation.

13.3 To approve and note the end of year accounts: The Councillors agreed the end of year accounts, the Clerk commented that the Council had completed the year with a surplus from the budgeted amount.

13.4 To approve AGAR Section 1 & 2: The Clerk reported that all the Councillors had a copy of the AGAR form. The Councillors agreed Section 1 & 2 of the AGAR.

13.5 To approve the asset register: The Clerk commented that she had made one amendment to the asset register, this was in relation to the Clerk's laptop.

Cllr Galloway commented that the Doomsday book is now at the school, and the maps have also been relocated.

ACTION: Clerk to amend the asset register.

11391 To Receive Reports from Portfolio Holders and Liaison Representative

E1 – Biodiversity Group

Cllr Dickerson commented that the leaflet advertising the APM and the Biodiversity Leaflet are to be distributed at the same time. The Pit mentioned at the last meeting, a compromise has been agreed, the area with the rubbish is to be covered with soil, and the rest of the pit is to remain clear for the wildlife etc.

B7 – Trees and Green Spaces

Cllr Buttle reported that the banners advertising the APM are ready, these will be erected two weeks before the meeting, with the help of Cllr Holden. This Saturday a group of volunteers will be working on the recreation ground to remove and replace the safety area around the play equipment.

Cllr Revell thanked the volunteers for assisting with the recreation ground.

Cllr Ransome reported that he had fixed the access gate onto the recreation ground.

Cllr Holden said that positive emails had been received about the extended footpath on the recreation ground. There is bark to go down on the footpath, when it arrives, this is all free of charge.

Cllr Stewart asked if there had been an update on the footpath near the main road.

Cllr Buttle reported that she had sent a follow up email asking for a response, but nothing had been received from Highways.

Cllr Revell said that this is a safety issue with people walking in the road.

A17 – Suffolk Constabulary

Cllr Holden reported that he had attended a Police Locality meeting, this enables PCs to ask questions. If anyone has an issue they would like raised, could it be emailed to Cllr Holden. Cllr Dickerson asked if there are still PCSO's?
Cllr Holden said he had not seen any for a while but would raise it at the next meeting.

B8 – Safeguarding

Cllr Harker reported that she will feed back information to the other Councillors regarding drugs advice, when it is received.

11392 Items for consideration for inclusion on the next agenda

Sizewell, Quiet Lanes, Recreation Ground Fence,

11393 Correspondence

The Clerk reported that an email had been received from SARS asking for a donation. Cllr Revell proposed that a donation for £50 is sent to SARS, this was seconded by Cllr Stewart and agreed by all.

11394 To consider excluding the public and press

No considerations were necessary.

11395 Excluded items

There were none

11396 Date of the next meeting

The next meeting to be held on Monday, 17th May 2021 at 7.00pm via Zoom. This is the Annual Parish Meeting. The Annual General Meeting is to be held on the 26th May 2021 at 7pm, this will be held in the Village Hall.

The Chair closed the meeting at 9.12pm.

Signed: Chairman Dated: